



January 9, 2023

Heidi [REDACTED]

Dear Heidi [REDACTED]

Congratulations! AllianceTek is delighted to offer you employment for the position of **Data Analyst**.

This position reports to **Nelson Little, Operations Manager**. Your start date will be on January 17, 2022. The first day of employment will involve hours for training and new hire orientation. You will report to AllianceTek Corporate Office to the designated Human Resources Professional to complete the new hire paperwork. This job offer is contingent on the following items being successfully proceed and validated.

- **Background Checks**
- **Drug Screening**

You will be compensated **\$45.00 per hour** and subject to deductions for taxes and other withholdings as required by law or the policies of the company. You will work Full-time hours. Your salary will be paid through direct deposit of funds to either a savings/ checking account at the financial institution of your choice or a pay card. You will be provided a company computer, company phone, and an annual bonus based on your performance.

As a **Full-time**, non-exempt, hourly employee, you will be eligible to participate in the benefit plan maintained by the company under the terms and conditions of those plans. Benefits include but are not limited to medical, dental, and vision insurance. You are also entitled to participate in our 401(k) Program.

You are eligible for paid time off (PTO). You will accrue hours at the end of each month starting the beginning of the month following your hire date. You will only be allowed to use your PTO after you have completed 90 days of employment. Any time off prior to the end of your initial employment period will be considered on paid leave. Accrual rates are detailed in the Employee Engagement Guide. You will be provided additional information about all benefits once you begin employment.

Pursuant to the Immigration Reform and Control Act, AllianceTek is required to verify the identity and employment authorization of all new hires. In order to comply with this legal obligation, we must complete an employment Eligibility Verification Form 1-9 within three days of your start date. Information about what you will need to bring to work with you to complete this form will be provided to you once you sign and return this offer letter.

